

6000 FINANCE/ADMINISTRATION TABLE OF CONTENTS

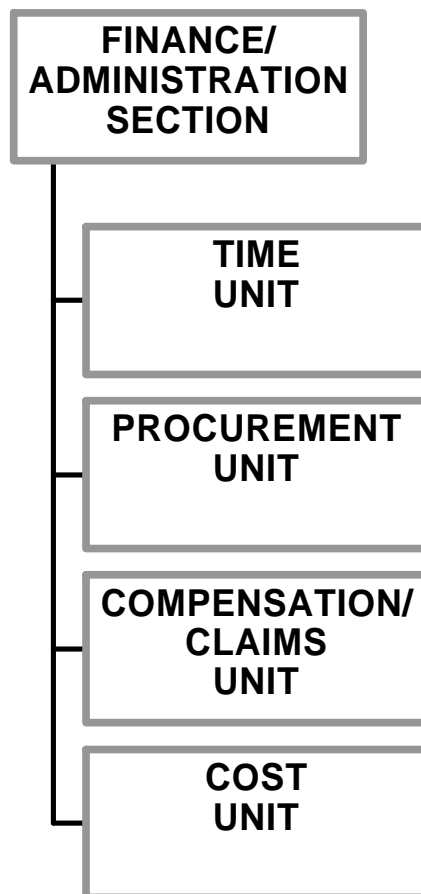
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6100 Finance/Administrative Section Organization

The Finance Section is responsible for all-incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit. The IC will determine the need for a Finance/Administration Section, and designate an individual to perform that role. If no Finance Section is established, the IC will perform all finance functions. The Finance/Administration Section is set up for any incident that may require on-site financial management. More and more, larger incidents are using a Finance/Administration Section to monitor costs. Smaller incidents may also require certain Finance/Administration functions. For example, the IC may establish one or more units of the Finance/Administration Section for such things as procuring special equipment, contracting with a vendor, or for making cost estimates of alternative strategies.

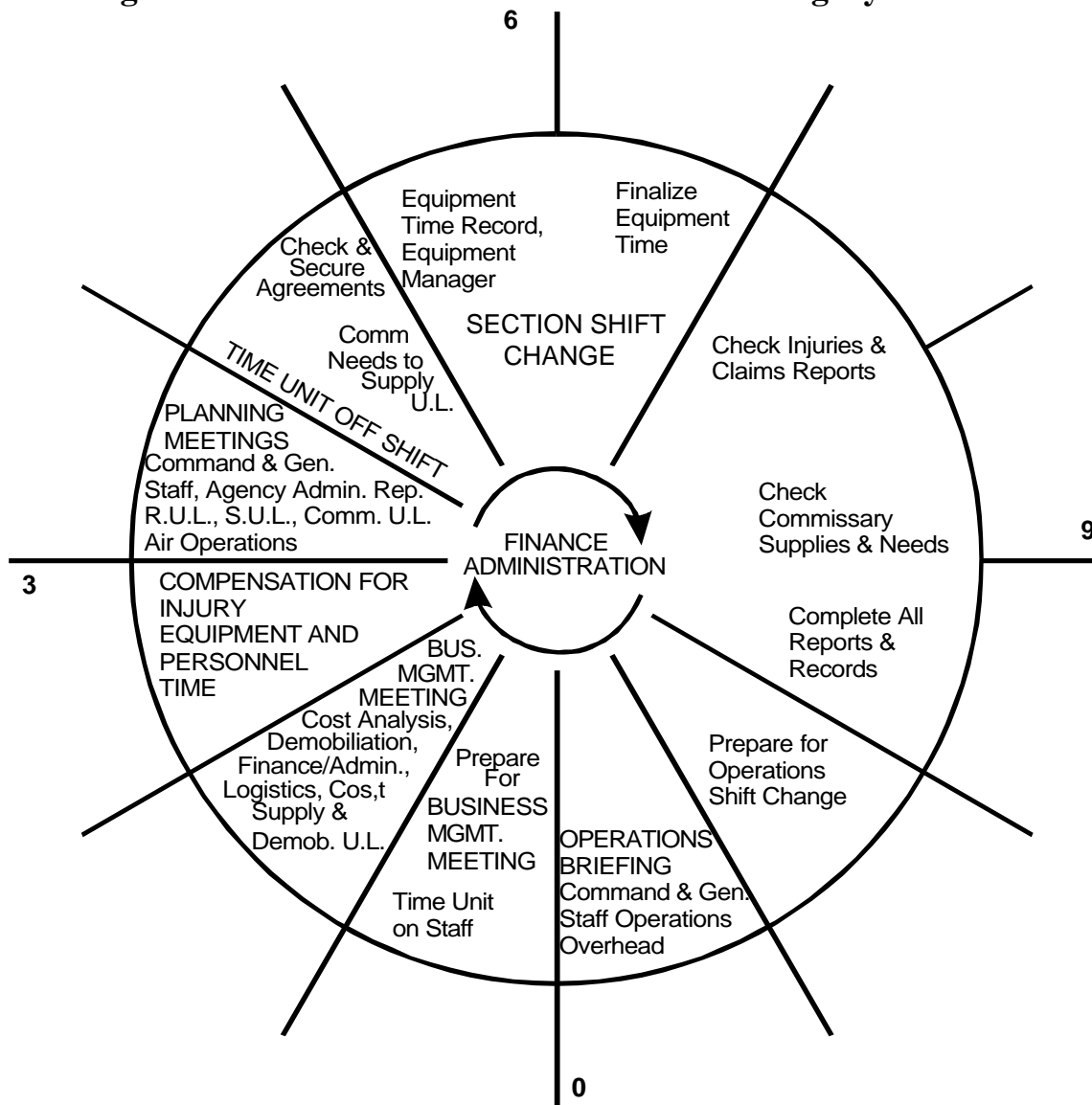
The Finance Section may establish four units as necessary. Not all of the units may be required, and they will be established based upon need.

**FINANCE/ADMIN SECTION DIAGRAM
FIGURE 6000-A**



6110 Finance/Administrative Section planning Cycle Guide

Figure 6000-B: Finance/Admin Section Planning Cycle Guide



Based on a 12 hour operational period, may be modified based on actual duration of operational period (e.g. 24, 36, etc.)

ABBREVIATIONS & ACRONYMS

Agency Admin. Rep.:	Agency Administrator Representative
Bus. Mgmt.:	Business Management
Comm. U.L.:	Communications Unit Leader
Demob. U.L.:	Demobilization Unit Leader
Finance/Admin.:	Finance/Administration
Gen.:	General
I.A.P.:	Incident Action Plan
R.U.L.:	Resources Unit Leader
S.U.L.:	Situation Unit Leader
U.L.:	Unit Leader

6200 ROLES AND RESPONSIBILITIES

Refer to Oil Spill Field Operations Guide (FOG) for List of Responsibilities.

6210 Finance Section Chief

The Finance/Administration Section Chief, a member of the General Staff, is responsible for all financial and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section.

6220 Time Unit / Leader

The Time Unit Leader is responsible for equipment and personnel time recording.

6221 Equipment Time Recorder

Under Supervision of the Time Unit Leader, Equipment Time Recorder is responsible for overseeing the recording of time for all equipment assigned to an incident.

6222 Personnel Time Recorder

The Personnel Time Recorder reports to the Time Unit Leader and records personnel information.

6230 Procurement Unit / Leader

The Procurement Unit Leader is responsible for administering all financial matters pertaining to vendor contracts.

6240 Compensation/Claims Unit / Leader

The Compensation/Claims Unit Leader is responsible for the overall management and direction of all Compensation for Injury Specialist and Claims Specialists assigned to the incident.

6250 Cost Unit / Leader

The Cost Unit Leader is responsible for collecting all cost data, performing cost effectiveness analyses, and providing cost estimates and cost saving recommendations for the incident.

6300 FOOSC ACCESS TO OIL SPILL LIABILITY TRUST FUND (OSLTF) (Reference **40 CFR 300, 33 CFR 133, and 33 CFR 136**)

6310 National Pollution Fund Center (NPFC)

The National Pollution Funds Center (NPFC) is the fiduciary agent for the Oil Spill Liability Trust Fund (OSTLF) and CERCLA/Superfund manager for the funds provided by EPA for hazardous materials incident response.

6320 Oil Spill Liability Trust Fund (OSTLF)

The Oil Spill Liability Trust Fund (OSTLF) is the Fund established under section 9509 of the Internal Revenue Code of 1986 (26 USC 9509). The following procedures apply to OSCs (either Coast Guard or EPA) who are performing oil removal operations under the NCP and require funding support from the OSTLF.

1. The OSC contacts the cognizant CG District Commander and requests issuance of an FPN and a corresponding ceiling amount.
2. The District Commander issues the FPN and associated ceiling amount to the OSC by priority message. Additional information needed includes:
 - a. Name of all known vessels and/or facilities involved;
 - b. Source of the discharge or potential discharge, if known;
 - c. Responsible Party, if known;
 - d. Location and date of discharge;
 - e. Identification of the body of water impacted or threatened;
 - f. The distribution of funds between contractor costs and all other costs;
 - g. Clean up contractors selected, if any.
3. All ceiling messages, POLREPS, or others messages related to the incident where the OSTLF has been accessed that shall include the OSC, NPFC, CG FINCEN, and cognizant MLC contracting branch as INFO addressees, in addition to current reporting requirements.

6330 Comprehensive Environmental Response, Compensation & Liability Act (CERCLA)

The Comprehensive Environmental Response, Compensation & Liability Act (CERCLA) is the CERCLA fund. The following procedures apply to OSCs (either Coast Guard or EPA) who are performing hazardous substance response operations under the NCP and require funding support from the CERCLA Fund.

1. The OSC contacts the NPFC Case officer and requests issuance of a CERCLA Project Number (CPN) and a corresponding ceiling amount. Additional information needed includes:
 - a. MSO and OSC Point of Contact;
 - b. Name of incident, location (city/county, state);
 - c. LAT/LONG
 - d. Date incident occurred/discovered and date OSC action commenced;
 - e. Description of threat;
 - f. Ceiling amount requested;
 - g. Contractor(s) hired and amount obligated for each.
2. The NPFC will respond promptly to all requests, with confirmation by priority message no later than the next business day.
3. Initial CERCLA Ceiling requests are limited to \$250,000.
4. All messages, POLREPS, or others messages related to the incident where the CERCLA Fund has been accessed that shall include the OSC, NPFC, District (m), CG FINCEN, and cognizant MLC contracting branch as INFO addressees, in addition to current reporting requirements.

5. There are special OSC requirements for CERCLA incidents that place additional reporting requirements. See the NPFC User Guide for more information.

6400 OTHER ACCESS TO FUNDS

6410 State Access to the Oil Spill Liability Trust Fund (OSLTF) - Direct and Indirect (Reference 33 CFR 133)

Information about state access to the Fund is found in 33 CFR 133 and 33 CFR 136 with additional guidance in the National Pollution Funds Center's User Reference Guide. Information from the User Guide can be obtained by contacting the Eleventh Coast Guard District Marine Safety Division Office at phone number **510/437-2940**. For additional information regarding these procedures or related subjects, State representatives, OSCs, and other interested parties are urged to contact the **NPFC** at **202/493-6780**.

6420 Local Access to the State Oil Spill Response Trust Fund (OSRTF)

If the Oil Spill Liability Trust Fund is opened to provide funds for a spill incident, local agencies should seek reimbursement through the OSC. If federal funds are not available or will not be available in an adequate period of time, and a responsible party does not exist or is unable or unwilling to provide adequate and timely cleanup and to pay for the damages resulting from a marine oil spill, then the State of California Oil Spill Response Trust Fund shall be used to pay necessary costs for responding to, containing, and cleaning up the oil spill. Information regarding these procedures can be obtained from the State of California Office of Oil Spill Prevention and Response Cost Recovery Unit at phone number **916/327-9407**.

6430 Lead Administrative Trustee (LAT) Access to the OSLTF

Executive Order 12777 (October 22, 1991) requires the federal natural resource trustees to select a representative as the federal lead administrative trustee (LAT). In general, the LAT serves as the federal contact for all aspects related to damage assessment, resource restoration, and federal funding for NRDA activities. Depending on the resources affected and other relevant factors, it might be appropriate for most administrative duties to be undertaken by a lead trustee from a non-federal agency. In such cases, a LAT would still be selected to work with the representatives of the OSLTF to secure federal funds to initiate the damage assessment. The non-federal lead trustee would coordinate all other administrative duties regarding damage assessment activities. This lead trustee or trustee agency shall be selected by consensus of all participating trustees. The trustees will notify the Coast Guard of the LAT and, when applicable, non-federal lead trustees as soon as possible after oil spill.

The trustees intend to execute a general Memorandum of Agreement (MOA) to coordinate their damage assessment and restoration activities. Among other things, the MOA will identify trustees, establish criteria for selecting the LAT, and provide procedures for decision making and monetary recoveries.

The LAT will contact the OSC or his/her representative to secure money to initiate the assessment of natural resource damages following an oil spill. The LAT will provide an outline of studies jointly agreed upon by the participating trustees for which funding are sought and how such funds will be allocated among the trustees. Each participating trustee will provide documentation of all expenditures, costs and activities. The LAT is responsible for coordinating all such documentation to the representatives of the OPA Fund.

6440 Claims against the Fund

Information about claims against the Fund can be found in 33 CFR 133 and 33 CFR 136 with additional guidance in the National Pollution Funds Center's User Reference Guide. A full copy of the User Guide can be obtained by contacting the Eleventh Coast Guard District Marine Safety Division Office at phone number 510/437-2940. For additional information regarding these procedures or related subjects, State representatives, OSCs, and other interested parties are urged to contact the NPFC at **202/493-6780**.

6500 Cost Recovery & Documentation Procedures (Reference 33 CFR 136, Subpart B)

Information about Cost Recovery and Documentation and cost recovery/documentation forms are in 33 CFR 133 and 33 CFR 136 with additional guidance in the National Pollution Funds User Reference Guide. Information from the User Guide can be obtained by contacting the Eleventh Coast Guard District Marine Safety Division Office at phone number **510/437-2940**, or the local Marine Safety Office. For additional information regarding these procedures or related subjects, State representatives, OSCs, and other interested parties are urged to contact the NPFC at **202/493-6780**.